

STOCKTON UNIFIED SCHOOL DISTRICT  
EVALUATION FORM  
PROGRAM SPECIALIST

Name:  Site:

Pre Evaluation Conference    Date: \_\_\_\_\_     Mid Year Evaluation    Date: \_\_\_\_\_     Final Evaluation    Date: \_\_\_\_\_

Program Specialists provide a range of services to students, parents, teachers, administrators and other school personnel, student's families and regional agencies which support the educational process. The intent of these services is to facilitate the learning process for students.

Rating Criteria:

- |    |  |                     |
|----|--|---------------------|
| 4. | Experienced practice that Exemplifies the Standard | (Commendable)       |
| 3. | Maturing Beginning Practice                        | (Satisfactory)      |
| 2. | Developing Beginning Practice                      | (Needs Improvement) |
| 1. | Practice Not Consistent with Standard Expectations | (Unsatisfactory)    |

	4	3	2	1
<b>I. KNOWLEDGE</b>				
1. Has a good working knowledge of state and federal laws relating to Special Education.				
2. Familiar with assessment devices used to place students in Special Education Programs.				
3. Has good working knowledge of computer systems such as Excel, Word, Power Point, Outlook, Student Information Systems and Special Education Information programs/software.				
4. Has knowledge of leadership strategies and techniques.				
<b>II. PROGRAM</b>				
1. Plans effective programs.				
2. Coordinates curricular resources for Special Education classes.				
3. Evaluates program effectiveness.				
4. Conducts professional development workshops for Special Education staff and others as appropriate.				
5. Makes recommendations for teacher assignments.				
6. Works with administrators, district departments and community agencies as necessary to carry out department policies related to Special Education.				
<b>III. COMMUNICATION</b>				
1. Communicate effectively.				
2. Facilitates communication with a variety of persons and agencies.				
3. Communicates and contributes to the District's and Special Education Department's goals.				
<b>IV. SUPPORT</b>				
1. Supports teachers in various settings (e.g. classroom, IEP meetings, etc.).				
2. Consults with and assists site staff (e.g. IEP planning, strategies, behavior plans, etc.).				
3. Plans, implements, and evaluates appropriate professional development activities.				

	4	3	2	1
4. Assists site administrators to understand and become knowledgeable of appropriate Special Education practices and laws.				
5. Serves as a resource to site administrators regarding program function and teacher evaluation.				
6. Supervises and facilitates IEP and case review meetings where appropriate.				
<b>V. WORK HABITS/RELATIONSHIPS</b>				
1. Flexibility.				
2. Dependability.				
3. Ability to work without supervision.				
4. Works well with others.				
5. Ability to problem solve issues and concerns.				
6. Ability to work with challenging students and parents.				
<b>VI. RESEARCH</b>				
1. Makes informed decisions.				
2. Provides data to facilitate program projections.				
<b>VII. PROFESSIONAL GROWTH</b>				
1. Participates in activities that promote professional growth.				
<b>VIII. OTHER</b>				
1. Performs adjunct duties by mutual written agreement between the affected Program Specialist(s) and the District as prescribed in Article 6.1.1 (c) of the collective bargaining agreement.				

EVALUATOR'S  
COMMENTS:

**FINAL EVALUATION RATING**

Commendable

Satisfactory

Needs Improvement

Unsatisfactory

## EVALUATOR'S RECOMMENDATION

\_\_\_\_\_ I recommend this Program Specialist for continued employment in their present position.

\_\_\_\_\_ I recommend a probationary period to improve performance for this Program Specialist position. An improvement plan is attached.

SELF  
IMPROVEMENT  
GOALS:

**The evaluation and assessment of the performance of each certificated unit employee shall be made on a continuing basis as follows:**

- (a) Once each school year for temporary/probationary personnel
- (b) Every other year for personnel with permanent status not meeting the criteria below
- (c) Every five (5) year for personnel who have been employed at least ten (10) years with the district and whose most recent previous evaluation rated the employee as 'Satisfactory' or 'Commendable'. The certificated employee or the evaluator may withdraw consent at any time.

\_\_\_\_\_  
Evaluator's Signature/ Date

\_\_\_\_\_  
SUSD Employee ID

\_\_\_\_\_  
Program Specialist Signature/ Date

\_\_\_\_\_  
SUSD Employee ID